

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1607

RECORDS RETENTION AND DISPOSAL SCHEDULE

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MARYLAND STATE DEPARTMENT OF EDUCATION

DIVISION OF PLANNING, RESULTS & INFORMATION MGT

AGENCY		DIVISION
Item No.	Description	Retention
	Supersedes Schedule No. 633	
1	GENERAL FILES A. General Correspondence B. Surveys and Information Requested of Local Superintendents C. News Releases and Newsletters D. PC Computer Files - Disks, Printouts E. Computer Program Listings - Master Files F. Computer System Documentation - Master Files G. Data Processing Procedures - Master Files	RETAIN THREE YEARS AND UNTIL ALL REQUIREMENTS ARE MET, THEN DESTROY
2	STATE AND FEDERAL DATA COLLECTION INSTRUMENTS AND RELATED DOCUMENTS A. Staff Data Instruments B. Pupil Data Instruments C. Facilities Data Instruments	RETAIN FOR THREE YEARS, THEN DESTROY
3	RECORDS AND REPORTS MAINTAINED UNTIL DATA ARE TRANSFERRED TO MASTER FILE TAPE	RETAIN ONE YEAR OR UNTIL DATA ARE TRANSFERRED TO TAPE AND VALIDATED
4	DATA PROCESSING REPORTS AND PRINTOUTS FROM MASTER FILES	DESTROY WHEN NO LONGER NEEDED
5	MSDE NONSTATISTICAL COMPUTER MASTER FILES	RETAIN FIVE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN SCRATCH TAPES
6	MSDE STATISTICAL COMPUTER MASTER FILES	RETAIN TEN YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN SCRATCH TAPES
7	MANAGEMENT RECORDS A. Certificate of Records Disposal B. Annual Forms Management Report	RETAIN THREE YEARS OR UNTIL SUPERCEDED, THEN DESTROY

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

3/31/54
Date

Neuber Moody
Signature

Asst. Supt.
Title

4/24/94
Date

Shanley
State Archivist

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8	FEDERAL AND OTHER GOVERNMENT AGENCY PROJECT FILES All records defined and governed by some organization outside the legal or administrative jurisdiction of Maryland law, the State Board of Education, or the Superintendent of Schools.	RETAIN FIVE YEARS AND FOLLOW THE GUIDELINES AND REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT OR OTHER AGENCY AS APPROPRIATE
9	A. Federal Projects 1. Applications 2. Progress and Evaluation Reports 3. Correspondence 4. Amendments	
10	5. Short and Long Range Plans B. Short and Long Range Plans required by the state Legislature, the Department of Budget and Fiscal Planning, and other Agencies	
11	ANNUAL FINANCIAL REPORTS FOR MARYLAND PUBLIC SCHOOL SYSTEMS	RETAIN FOR THREE YEARS, THEN TRANSFER TO STATE ARCHIVES FOR PERMANENT RETENTION
12	STATE PUBLICATIONS	PERMANENT, TRANSFER TO STATE ARCHIVES

<p>Schedule Approved by Department, Agency, or Division Representative</p> <p>3/31/94 <i>Mark Moody</i> Assist. Sec't</p> <p>Date Signature Title</p>	<p>Schedule Authorized by Hall of Records Commission</p> <p>4/24/94 <i>Edward...</i></p> <p>Date State Archivist</p>
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